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ABSTRACT

The Step Forward Single Parent/Homemaker Program in Elizabethtown, Kentucky, was developed to provide information on career opportunities and assist the target individuals in career assessment, career counseling, and goal setting in order to develop self-esteem and time management skills. During the second year of the Step Forward program in 1990-91, 76 single parents/displaced homemakers were served through one 80-hour workshop and three 2-week workshops. An additional 109 people were served through miniworkshops and/or career assessment and counseling. A total of 185 persons in the 8 counties of the area were served; 181 of the participants were women and 9 were nonwhite persons. Participants were recruited through advertising in community agencies, churches, newspapers, radio, posters, and brochures, and by staff members of Career Connections, faculty of Elizabethtown Community College, and local high school and vocational school counselors. Almost all the workshop participants decided to pursue further education and training, although some chose to seek employment. Because of the newness of the project, few participants have completed training. A major activity of the year included a follow-up on the 215 participants of the first year. Mail or telephone follow-up reached most participants; 38 percent of the 64 workshop participants are employed or still in training; 37 percent are still in high school, employed, or in postsecondary training. (This document includes follow-up statistics from 1989-90, responses from participants, an advisory committee list, forms used, and publicity generated.) (KC)

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Annual Report

Single Parent/Homemaker

STEP FORWARD

Rosemary Wiseman
Project Director

Chris Buzbee
Project Coordinator

Kentucky Tech Region 5
505 University Drive
Elizabethtown, KY 42701

For the Fiscal Year 1990-1991

CE062196

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ANNUAL REPORT

STEP FORWARD: Single Parent/Homemaker Project

Rationale

There are many single parents and homemakers who feel the need to improve their education and training so that they can seek employment. Because of their responsibilities of managing the home and caring for children, many have not found time or finances available to upgrade their education and skills to seek employment in today's job market. Many have worked several years as full-time homemakers/caregivers and find it difficult to know where or how to begin furthering their education or seeking employment. A deeper problem of very low self-esteem is prevalent, and few receive encouragement to pursue such goals. These people are the target group for Step Forward.

Single parents and homemakers have often become isolated from opportunities outside the home. The restraints of child-rearing (with or without a spouse), role stereotyping, economics, and lack of education or training have made it difficult for single parents and homemakers to successfully make the transition into achieving personal goals, particularly in employment. There is a need for these persons to be educated about the opportunities in the community in education, training, and employment. A greater need, which takes precedence, is to raise the individual's self-esteem and to guide her in attaining an assertive, positive attitude which is fundamental during this re-orientation to successful employment.

Objectives

The main objective of this project is for each participant not to fall victim to the restraints and stresses of the difficult role of single parent or homemaker. Instead, we intend to open many doors and provide enough information that she feels confident to begin working toward these personal goals.

It is important that Step Forward provide information on available opportunities, including nontraditional careers, and assist the individual in career assessment, career counseling, and goal setting so that success will be insured. Self-esteem is expected to increase as the person examines herself through presentations in areas such as: developing a positive attitude, time management, setting priorities,

values clarification, nonverbal communication, building support systems, stress management, assertiveness training, personal finance management, job readiness skills, resume preparation, entrepreneurship, parenting skills, vocational school programs and college programs. The central theme will always be focused on the individual making a well-informed decision on personal goals and how to achieve these goals.

Activities/Accomplishments

This was the second year for Step Forward as a project to include transitional workshops for single parents and homemakers. Seventy-six single parents/homemakers were served through one 80-hour and three two-week workshops. An additional 109 people were served through mini-workshops and/or career assessment and counseling. A total of 185 persons throughout the eight counties of Region 5 were served in various ways. Four men and 181 women were served, and 176 white and 9 nonwhite persons were served.

Almost all of the workshop participants made decisions to pursue future education/training, although some did choose to seek employment. Because of the newness of this project, few have completed training. We have recorded decisions made by each workshop participant and will carry these over into the next fiscal year for follow-up on their progress toward these educational/career decisions.

A major activity this year included a follow-up on the 215 who participated in this program for the first year (1989-90). Contact was attempted by telephone or mail with each participant, with most being reached. The recent follow-up indicated that 37.5% of the 64 workshop participants are employed or still in training at a local educational institution. Of the 159 participants who were served minimally through mini-workshops or career assessment and counseling, 37% are still in high school, employed, or in post-secondary training. (See 1989-90 Follow-up on page 5.)

Services Provided

Career Connections has actively sought out single parents and homemakers to participate in several specialized programs throughout the eight counties of Region 5. We advertised extensively through community agencies, churches, newspapers, radio, posters, and brochures. Interagency meetings were held in each county so that local contacts would be familiar with the workshop agenda. The workshop addressed relevant topics (as mentioned in the objectives previously) through presentations, discussions, written activities, videos, and counseling. Presentations were

provided by staff members of Career Connections, faculty members of Elizabethtown Community College, counselors from the Elizabethtown and Nelson County Vocational-Technical Schools, and counselors from Communicare, Inc. Career Connections also provided career assessment, career counseling, career exploration, resume preparation, job readiness and interviewing skills, and parenting skills. Tours were taken at ECC and the Vocational-Technical School, where the counselors explained to the workshop participants the programs available, financial aid, and the process of applying for admission.

The first workshop was held at ECC in Elizabethtown (September 24-October 5, 1990), and 30 persons attended. The second workshop was held in Leitchfield (October 29-November 9, 1990), with 13 participating. The third workshop was held in Nazareth (March 4-16, 1991) with 13 participants The fourth workshop, which lasted four weeks and included a component of adult basic education, was held in West Point and 20 persons were in attendance. A total of 76 attended these workshops. To encourage parents to attend, child care was provided and transportation reimbursement was available. At the close of each workshop, there was a significant increase in self-esteem and all workshop evaluations had only positive feedback. Support services continue for these individuals, as needed. Many were referred to adult education programs, ECC, St. Catharine College, Western Kentucky, and Vocational-Technical Schools. Many of the workshop participants expressed tremendous satisfaction in being a part of Step Forward and the help received in setting personal goals for their future.

Step Forward also held several mini-workshops for parents of children in Head Start programs. These were one-session presentations on improving self-esteem and providing some information about the 40-hour workshop. Mini-workshops on seeting future goals were also developed for high school students who are members of Project Future, a Hardin County class for pregnant teens.

The success of this Single Parent/Homemaker Project in this region is largely due to its affiliation with the Lincoln Trail Regional Assessment Center, or Career Connections. Many single parents and homemakers were served through the weekly assessments, counseling, job readiness training, and referral. Several of these then registered for one of the workshops. The resources, staff and already established connections of the Regional Assessment Center provided Step Forward with an excellent base of operations. Likewise, Step Forward has brought many resources and connections for Career Connections.

Changes (Programmatic)

None.

Recommendations

We would like to explore opportunities to work more closely with the vocational schools to increase awareness of Step Forward services to those who are students and to provide more referrals to vocational and technical programs offered at these schools. More information is needed throughout the region about nontraditional programs and occupations.

Step Forward needs to continue its follow-up on workshop participants. Most leave the workshop determined to begin working on their goals in training/education/employment, but many never actually begin. More effort should be placed on determining the obstacles preventing their continuance and searching for ways Step Forward can help individuals overcome these obstacles.

Great strides have been made to publicize this program into the more rural areas. We recommend this effort continue in those counties farthest away from our homebase.

Single Parent/Homemaker Program
STEP FORWARD

1989-90 Follow-up on participants

214 Intakes-This is the total of single parents/homemakers served through 40-hour workshops, mini-workshops, and walk-ins to Career Connections assessments.

214 Outcomes-This is the final status of participants served. Breakdown of results:
Codes: T-means they dropped out before they completed either the workshop or their school.

E-means they completed the workshop or their program of training.

A-is an annual report card for people still active in their program of training.

F-means following up on someone who has completed their program of training.

P-means pre-enrollment participant who was served minimally

Participants in the 40-hour transitional workshops:

Outcome Status	#1 10/89	#2 4/90	#3 5/90	Totals
A	5	8	11	24 (37.5%)
	ECC-1	ECC-4	ECC-6	ECC-11(17.2%)
	KyTech-1			KyTech-1
	WKU-1		WKU-2	WKU-3
		St.Cath-3		St. Cath-3
	So.Bapt.-1			So.Bapt.-1
	GED-1	GED-1	GED-3	GED-5
E	8	8	12	28
	4 emp.	4 emp.	8 emp.	16 employed
				14 seek emp.
T	7	0	3	10
F	0	0	0	0
P	2	0	0	2
	22	16	26	64

Other Participants (mini-workshops & Career Connections):

Outcome Status	Mini-wkshps	Proj. Future	Career Conn.	Totals
A	2 GED-2	0	27 ECC-25 UofL-1 Sullivan-1	29
E	0	22 high sch.	5 emp.	27
T	0	0	0	0
F	0	0	0	0
P	34	0	60 *	94
	36	22	92	150

56 participants (37 %) are in high school, post-secondary training, or employed.

Total Outcomes from 40-hour workshops and other participants

A	53	24.8%
E	55	25.7%
T	10	4.7%
F	0	-
P	96	44.8%
	214	

Breakdown of A Outcomes

Educational programs:

ECC-	36(16.8% of 214)
KyTech-	1
WKU-	3
St.Cath-	3
GED-	7
So.Bapt-	1
UofL-	1
Sulliv-	1
	53

Participants in each of the four workshops were requested to fill our an evaluation form. (A copy of this form is included in this report.) These forms were filled out anonymously and the feedback was/is used when planning future workshops. All evaluation forms reported high ratings for the content, topics, and speakers in each workshop. Below are some of the additional comments participants chose to write in letters or poems.

Please accept my sincerest appreciation for the opportunity you gave me. You showed confidence in me and my abilities, and in turn, I was able to have confidence in myself.

Thanks for everything,
Jeanine

* * *

I want to take this opportunity to let you know what a wonderful thing your workshops are. I'm sure a lot of women benefit greatly from your workshops, but your workshop has been a godsend to me...Your encouragement and praise have given me the courage and willpower to work until I do accomplish good things for my life...though I am handicapped, I have a lot to offer in life. Thanks for the four weeks you devoted to this workshop. I can never thank you enough for what it has done for me.

Deborah

* * *

It's been four weeks today, since this challenge began,
And my brain is so full of self-confidence.
You have given me determination and shown me guidance to
achieve my personal, educational, and career goals.

My life has been touched,
because we have walked a special walk together.
Because all of you matter to me, we are friends.
You have given me courage to let my real self shine through.
But, most importantly, you all taught me to cultivate change.
And to know that the world is awaiting
to applaud our performance.

I feel like a new car.
The first couple of miles you break the motor in,
then slowly, but surely, you built up miles
And go faster and faster.

Mary Lynn

STEP FORWARD: 1990-91

Single Parent/Homemaker Project

Advisory Committee

Ms. Marie Nally
CKCAC Head Start Coordinator
332 Hood Ave.
Lebanon, KY 40033
769-3497

Ms. Odessa Smoot, CSBG Coordinator
Community Action
307 N. Mulberry
Elizabethtown, KY 42701
737-3736

Mr. Norman Scott, Counselor
Employment Services
229 N. Miles
Elizabethtown, KY 42701
737-6848

Ms. Ginger Dereksen
Social Worker
Communicare, Inc.
1311 N. Dixie
Elizabethtown, KY 42701
765-5145

Mr. Jim Brown
Career Connections, Director
Elizabethtown Community College
College Street Road
Elizabethtown, KY 42701
769-2371, ext. 235

Ms. Loretta Foster
Assistant Professor, Office Adminstration
Elizabethtown Community College
College Street Road
Elizabethtown, KY 42701
769-2371, ext. 320

Ms. Jonel Dunn, Counselor
Elizabethtown State Vocational Technical School
505 University Drive
Elizabethtown, KY 42701
765-2104

Advisory Committee (Cont.)

Mr. C. A. Brown, Director
Department of Social Services
P. O. Box 39
Elizabethtown, KY 42701
769-2381

Ms. Lucy Lindsey
Parent-Child - Head Start
P. O. Box 63
Leitchfield, KY 42754
259-4054

Ms. Emma Carroll
Community Action
Box 409
Springfield, KY 40069
336-7766

Ms. Debbie Allen
CHR-Social Services
P. O. Box 575
Bardstown,
KY 40004
348-9048

Workshop encourages women to step forward, make choice

By GREG KOCHER
Staff Writer

Today is graduation day for about 30 women who took a "Step Forward" to change their lives.

They are finishing a two-week workshop for single parents and homemakers at Elizabethtown Community College called "Step Forward."

The program shows women that they have choices, even if they've never had a paying job or if they wonder what's next after raising four kids.

"I'm just now realizing my children are grown and I want something for myself," said Patricia Stevens, 40, of Elizabethtown.

Stevens said the workshop increased her self-esteem and has given her the impetus to take a nurse's aid course at Elizabethtown State Vocational-Technical School.

The workshop is designed to show that opportunities and choices are out there. All that's required is the courage to exercise those choices: Going to college, looking for a job or starting a business.

For some participants, "this is the first time to step on a college campus," said Step Forward Coordinator Chris Buzbee.

"It took away the college phobia most of us had," said Beverly Copridge, the single mother of three. "I just never felt I could go to college. Even though I'm only 24, I already felt old."

Copridge now has a goal to attend ECC, then the University of Louisville and become a paralegal.

Participants also take "inventories" about their personalities, job interests and abilities. They even took an assessment that told whether they have what it takes to run a small business.

Counselors then take that information to assist in setting goals. The counseling is provided by Career Connections, a cooperative program between ECC and the Vocational Area Region 5 office in Elizabethtown.

Rita Brangers, 31, of Elizabethtown, who took the workshop last year, said she learned that she has an aptitude for electronics. She is now taking classes at the vocational school.

Other workshop topics discussed include stress management, personal finance, parenting skills, resume writing and career assessment.

Buzbee told the class Thursday to set high goals and to turn those goals into deadlines. "Make them specific and measurable," she said.

"Success is a journey, it is a process," Buzbee said. "It isn't reaching a goal and then sitting down."

Buzbee said the workshop breaks the cycle of poverty and despair among some participants. If single mothers learn that they can go to school, they set an example for their children.

"I've had several of them tell me, 'I'm so glad to be in school,' " Buzbee said.

To make the workshop as accessible as possible, free child care is provided by College Heights United Methodist Church and mileage reimbursements are available to those who request it.

Taking away obstacles like transportation and finding a babysitter means that participants "have no excuses" to delay new opportunities, Buzbee said.

Or, as Buzbee wrote on the chalkboard: "Long-range planning does not deal with future decisions, but with the future of present decisions."

Two more Step Forward workshops are scheduled for Oct. 29-Nov. 9 at the Grayson County Public Library and March 4-March 15 at Nazareth Campus in Nelson County. For information, call Chris Buzbee at 769-2371, extension 235. ■

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STEP FORWARD

Survival Skills for Single Parents & Homemakers
Workshops presented by Career Connections

STEP FORWARD is a two-week workshop designed to help you understand yourself and set goals for your future. We will address topics and issues of concern to single parents and homemakers (male and female). Through presentations by several qualified teachers and counselors, we hope to increase your self-confidence and provide guidance to help you achieve your personal, educational and career goals.

There is no charge for this workshop, but we want people who are committed to completing the two-week program. You will receive a certificate of completion and guidance for pursuing your goals.

Three workshops of identical content will be offered. Select one of your choice:

1 * Sept. 24 - Oct. 5, 1990
9:00 A.M. - 1:00 P.M. (ET)
Student Center
Elizabethtown Community College
Elizabethtown, KY

2 * Oct. 29 - Nov. 9, 1990
9:00 A.M. - 1:00 P.M. (CT)
Grayson Co. Public Library
130 E. Market St.
Leitchfield, KY

3 * March 4 - March 15, 1991
9:00 A.M. - 1:00 P.M. (ET)
O'Connell Hall, Room 220
Nazareth Campus
Nazareth, KY

Scheduled Topics

* Discovering yourself
* Self-esteem awareness
* Developing a positive attitude
* Values clarification
* Nonverbal communication
* Stress management
* Assertiveness training
* Time management
* Personal finance
* Parenting skills
* Personality assessment
* Career assessment
* Job readiness skills
* Resume writing
* Entrepreneurship
* Educational opportunities and financial aid
* Vocational/Technical training
* College
* Setting personal goals
* Individual career counseling

For more information, call
Chris Buzbee at Career Connections:
(502) 769-2371, ext. 235

STEP FORWARD: SURVIVAL SKILLS FOR SINGLE PARENTS & HOMEMAKERS

Name_____ PHONE _____

ADDRESS _____ CITY_____ ZIP _____ Number of children? _____ Will you need child care services? (no charge) _____ List children's names and ages who need child care:_____
_____ Each workshop will take place 9:00-1:00 everyday for two weeks. Are you able to attend all ten sessions? _____ If not, how many sessions? _____. You will be contacted before the workshop begins to confirm your registration. Those able to attend all sessions will be given priority. All graduates of the workshop will be awarded a certificate.

Check one Workshop:		Registration Deadline:
____ 1 * Elizabethtown	9/24/90	9/17/90
____ 2 * Leitchfield	10/29/90	10/22/90
____ 3 * Nazareth	3/4/91	2/25/91

REGISTRATION FORM

Please cut off this page and mail to address below. Registration deadline is one week before the workshop begins. (Check dates inside.)

STEP FORWARD
Career Connections
ECC
College Street Rd.
Elizabethtown, KY 42701

Single Parent/Homemaker
Career Connections
Elizabethtown Community College
College Street Road
Elizabethtown, KY 42701

STEP FORWARD

STEP FORWARD

Survival Skills for Single Parents & Homemakers
Workshop presented by Career Connections

WHEN: May 13 - June 7, 1991
8:30 A.M. - 12:30 P.M.

WHERE: Head Start Center
508 Elm St.
West Point, KY

WHO: Single Parents and Homemakers

Scheduled Topics

* Discovering yourself
* Self-esteem awareness
* Positive attitude
* Values clarification
* Nonverbal communication
* Stress management
* Assertiveness training
* Time management
* Personal finance
* Parenting skills
* Goal setting
* Personality assessment
* Career assessment
* Job readiness skills
* Resume writing
* Entrepreneurship
* Nontraditional occupations
* Educational opportunities
* Financial aid
* KY TECH programs and tour
* Vocational/technical classes
* ECC programs and tour
* Basic word processing intro.
* Experience a college class
* Brush up on basic skills in:
* Reading
* Writing
* Mathematics
* GED preparation
* Assistance with following up on your personal goals after you complete the workshop!

STEP FORWARD is a four-week workshop designed to help you understand yourself, improve your basic skills and set goals for your future. We will address topics and issues of concern to single parents and full-time homemakers. Through presentations by several qualified teachers and counselors, we hope to increase your self-confidence and provide guidance to help you achieve your personal, educational and career goals.

There is no charge for this workshop. Child care will be provided at the Head Start Center by trained teachers. Please bring a sack lunch for your children. Transportation will be provided by Head Start school bus. Mileage reimbursement is available for those who drive. Funding for this program is provided through Kentucky Tech-Region 5, Single Parent/Homemaker Project. For more information, call: Chris Buzbee (502)769-2371, 235.

To Register, cut along dotted line and mail by May 6 to:
Chris Buzbee, Career Connections
Elizabethtown Community College
Elizabethtown, KY 42701

STEP FORWARD: WEST POINT 5/91

Name _____ Phone _____

Address _____ City _____ Zip _____
Will you need bus pick-up? (Available in West Point) _____
Will you need child care?_____ List children's names & ages:

_____

Each workshop will take place 8:30-12:30, Mon-Fri, 5/13-6/7.
All graduates will be awarded a certificate of completion.

STEP FORWARD 1990-91 (West Point) EVALUATION FORM

Directions: Review your agenda and notes from this workshop. Then answer the questions below. Elaborate on any items you choose.

1. Of all the topics covered (through presentations and films), which was the **most** helpful or meaningful to you?

2. Which was the **least** helpful or relevant to you?

3. Did the assessments (Myers-Briggs, JOB-O, TABE, Entrepreneurship) help you in understanding yourself and considering possible careers?

4. Would you recommend this workshop to a friend? Why or why not?

5. Do you believe your self-esteem has risen during the last two weeks? What is the reason?

6. Was the basic skills instruction (reading, English, math) helpful to you? Why or why not?

7. Please share any suggestions or relevant topics for future workshops:

Thanks for your help!